

REQUEST FOR PROPOSALS



Energy Efficient Retrofits of K-12 Schools

Alabama Department of Economic and Community Affairs

Energy Division

State Energy Program

American Recovery and Reinvestment Act of 2009

Issue Date: February 10, 2010

Proposal Due Date: March 19, 2010

ENERGY RETROFITS OF K-12 SCHOOLS STATE ENERGY PROGRAM

Eligible Applicants

Eligible applicants may include K-12 public school systems in Alabama.

Proposals

Each proposal submitted must contain one (1) original and two (2) copies.

Submission Information

All proposals must be received no later than 5:00 p.m., **March 19, 2010** at:

By Mail:

ADECA - Energy Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA - Energy Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Late Proposals

Proposals submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete proposals without review.

Questions

Questions pertaining to this RFP may be submitted by email or fax to Karl Frost, SEP Program Manager, at karl.frost@adeca.alabama.gov or (334) 242-0552.

Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. 111-5 appropriated funding for the U. S. Department of Energy (DOE) to issue/award formula-based grants under the State Energy Program (SEP). The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division manages the State Energy Program for Alabama by authority of DOE.

Projects under this Request For Proposals (RFP) will be funded, in whole or in part, with funds appropriated by the ARRA for the SEP. The primary purposes of the ARRA are to stimulate the economy and to create and retain jobs. The ARRA gives preference to activities that can be started and completed expeditiously. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the ARRA, especially job creation, preservation and economic recovery, in an expeditious manner.

The Energy Division is soliciting proposals from public school systems in Alabama for the purchase and installation of energy-efficient improvements in K-12 schools located within their jurisdiction. Energy efficiency improvements eligible for funding include the following:

- Insulation
- HVAC replacement
- Exterior window(s) replacement
- Exterior door(s) replacement
- Lighting upgrade
- HVAC controls

Applicants must provide documentation that a minimum of sixty percent (60%) of students in the system are eligible to receive free or reduced price lunch. The optimal payback period on retrofits should be 10 years or less.

B. Project Goals

Proposals submitted in response to this solicitation should, to the maximum extent feasible, incorporate both the goals and objectives of the SEP and the ARRA. Each goal or objective area should be addressed and briefly discussed as it relates to proposed activities.

Specific SEP or ARRA goals or objectives addressed by a proposal warrant a broader discussion of how the proposed project will impact such goals or objectives and produce outcomes that can be reported using recommended metrics.

Proposals should be developed with thoughtful consideration being given to the applicable quarterly and annual reporting requirements contained in Part V and special ARRA outcomes in Section C below.

The goals established for the SEP are:

1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
2. Reduce reliance on imported energy.

3. Improve the reliability of electricity and fuel supply and the delivery of energy services.
4. Reduce the impacts of energy production and use on the environment.

The ARRA was enacted to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and, to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

C. Special ARRA Reporting Requirements

In addition to reporting requirements listed under Part VI of this solicitation, all programs and projects funded under this solicitation must report on the following ARRA requirements during the grant period:

- Jobs created
- Energy (kwh/therms/gallons/BTUs/etc.) saved
- Renewable energy installed capacity and generated
- GHG emissions reduced (CO₂ equivalents)
- Energy cost savings
- Funds leveraged

PART II – AWARD INFORMATION

A. Estimated Funding

\$1,053,921 million has been allocated for the Energy Efficient Retrofits of K-12 School Program.

B. Maximum Award Size

The maximum amount for an individual award made under this announcement is \$200,000.

C. Anticipated Number of Awards

Under this announcement, the Energy Division expects to make 5–7 awards.

D. Period of Performance

The Energy Division anticipates awarding grants to begin April 1, 2010 and to terminate no later than March 31, 2011, for an amount not to exceed the amount requested by the Offerer or that which is negotiated between the selected Offerer and the Energy Division.

E. Method of Payment

Payments shall be made on a cost-reimbursement basis over the course of the grant.

F. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures; or
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

G. Limitations

There is no limitation on the percentage of funding that may be used for the purchase and installation of equipment and materials for energy efficiency measures and renewable energy measures. No limitations provided under Part D of Title III of the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.) shall apply to assistance provided under this solicitation.

H. Terms and Conditions

Be advised that special terms and conditions may apply to projects funded by the ARRA relating to:

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses or swimming pools;
- Ensuring that the environment is not adversely effected;
- Ensuring that historical sites or properties are not adversely effected;
- Ensuring that iron, steel and manufactured goods utilized in these products are produced in the United States;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character;
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and registration.

These special terms and conditions will be based on provisions included in Titles XV and XVI of the ARRA. The exact terms and conditions will be developed by DOE.

Be advised that ARRA funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of the ARRA and related OMB Guidance. Applicants for projects funded by sources other than the ARRA should plan to keep separate records for the ARRA funds and ensure those records comply with the requirements of the ARRA. Funding provided through the ARRA that is supplemental to an existing grant is one-time funding.

I. Cost Matching

Cost match is not required for grants made with ARRA funds. However, the ARRA and the Energy Division strongly encourage proposals that achieve a high degree of leveraging, and/or projects that extend the impact of the funds. Additional consideration will be given to projects that meets this criteria. In addition, preference will be given to projects that are self-sustaining and to proposals that are accompanied with a discussion of said sustainment.

PART III – PROPOSAL CONTENTS

Each proposal submitted must contain one (1) original and two (2) copies of the following documents:

A. Letter of Transmittal

The letter of transmittal must include the following:

1. A brief statement of the work to be performed.
2. The total cost of the project.
3. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

B. Free or Reduced Lunch Documentation

Applicant must provide documentation that a minimum of sixty percent (60%) of students in the system are eligible to receive free or reduced price lunch.

C. Addendum A - *School Energy Improvement Application*

Each applicant must submit a School Energy Improvement Application (Addendum A). An Addendum A must be submitted for each requesting retrofits.

Note:

- All fields on each line item **must be completed** to be considered.
- Only measures with an estimated payback period of **10 years or less** will be considered.

D. Attachments

Attachment A - *Project Budget*

The Project Budget should outline the expenditures for the project. Please reference Attachment "B" for a description of budget categories. Proposal preparation costs are not reimbursable.

Attachment B - *Budget Narrative*

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

Attachment C - *State of Alabama – Disclosure Statement*

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote 'N/A' (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. **The form must be signed, dated, and notarized.**

Attachment D - Offerer/Proposer Information

The Offerer must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

Attachment E - W-9 Request for Taxpayer Identification Number and Certification

A completed and signed W-9 Request for Taxpayer Identification Number and Certification Form must accompany the proposal.

Attachment F - Immigration Status

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

Attachment G - Assurance of Compliance – Nondiscrimination in Federally Assisted Programs

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

Attachment H - Certifications

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Attachment I - Assurance of Compliance - Davis/Bacon Act

A statement that the applicant agrees to ensure that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the ARRA are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act). Additional information regarding Davis/Bacon is available at <http://www.dol.gov/esa/whd/programs/dbra/whatdbra.htm>

Attachment J – Standard Form - LLL Disclosure of Lobbying Activities

If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

E. Other Requirements

NEPA

All Projects receiving financial assistance from DOE will be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Most projects will be categorically excluded from environmental assessment. The Energy Division will notify you in the event your project will require a full environmental assessment. Proposals should include a discussion of anticipated environmental impacts as described online at https://www.eere-pmc.energy.gov/NEPA_Act.aspx.

HISTORIC PRESERVATION

All Projects receiving financial assistance from DOE will be reviewed under the National Historic Preservation Act (NHPA) of 1966 – 16 U.S.C. Section 106. NHPA requires all DOE funded activities comply with the requirements under Section 105 prior to the expenditure of any federal funds to alter any structure or site. Please visit the Alabama Historical Commission website at the following link: <http://www.historical.alabama.gov/106program.aspx>. for more information on NHPA Section 106 requirements.

BUY AMERICAN ACT

All Projects receiving financial assistance from DOE must adhere to Section 1605 of the American Recovery and Reinvestment Act of 2009. The Buy American Act requires that all iron, steel, and manufactured goods used are produced in the United States.

ALABAMA BUILDING COMMISSION

In order to ensure compliance with ARRA funding requirements, the Building Commission requires all state agencies to identify ARRA-funded projects for the construction, alteration, maintenance or repair of public buildings or public works.

PART IV – PROPOSAL EVALUATION

Proposals shall be evaluated on the following criteria; therefore a concise discussion of each of these areas as they are applicable to the proposal is warranted. Poor performance implementing prior Energy Division grants may disqualify potential applicants from this solicitation.

Strategy

- Proposed plan to complete the project in an expeditious manner with a detailed description of deliverables and timelines for task completion
- How well the proposal combines the goals and objectives of both the SEP and the ARRA, and proposes the realistic accomplishment and key components of both.
- Anticipated benefits in terms of:
 - Job creation and retention
 - Energy cost savings
 - Renewable energy development
 - Reduction of greenhouse gas emissions measured in CO equivalents
 - Increased energy efficiency
 - Reduction of reliance on imported energy
 - Reducing the impacts of energy production and use on the environment
- Discussion of and potential for sustainability
- Ability to extend the impact of funds provided

Scope of Work

- Outline in detail all services to be performed
- Realistic time estimates for each work task
- Clearly defined, quantifiable and measurable task elements, with clearly stated goals and objectives
- Description of each energy improvement to be accomplished including cost, savings, and payback
- Suitability of proposed energy improvements for application
- Description of method(s) for measuring program effectiveness and disseminating results of program(s)
- Discussion of how program will be implemented and proposed policies and procedures to be developed

Background and Experience

- Qualifications, training, educational background and experience of proposed project staff
- Experience conducting similar programs

Budget

- Budget for proposed project is appropriate and reasonable
- Cost breakdown for each proposed task
- Degree of leveraging

SEP-ARRA Proposal Review Sheet

Category: **Energy-Efficient Retrofits of Schools**

Reviewer:

Proposer:

Date:

Requested Budget: \$

Recommended Budget: \$

I. Strategy (35 possible points)

Score

Possible

Proposed plan to complete the project in a timely manner. Detailed description of deliverables and time lines for task completion.		<u>10</u>
Extent of benefits relating to ARRA & SEP goals, how well the proposal combines the goals and objectives of both, and proposes the realistic accomplishment and key components of both. <i>ARRA Goals: job creation and retention, energy savings, renewable energy development, reduction of greenhouse gas emissions measured in CO2 equivalents</i> <i>SEP Goals: energy cost savings, increased energy efficiency, reduction of reliance on imported energy, improving the reliability of electricity and fuel supply and the delivery of energy services, and reducing the impacts of energy production and use on the environment.</i>		<u>20</u>
Potential for sustainability and the ability to extend the impact of funds provided		<u>5</u>

II. Scope of Work (15 possible points)

Description of each element to be accomplished. Task elements should be quantifiable, clearly defined, and measurable; clearly stated goals and objectives.		<u>15</u>
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II. Background and Experience (5 possible points)

Qualifications and experience of Offerer in proposed project and experience conducting similar programs.		<u>5</u>
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II. Cost Criteria (15 possible points)

Appropriateness for project and cost breakdown for each proposed task.		<u>10</u>
Degree of leveraging for proposed project		<u>5</u>

III. Program Specific (25 possible points)

Documentation that at least 60% of the student body for the entire system qualifies for free or reduced lunch.		<u>15</u>
Optimal payback period of building retrofits is 10 years or less.		<u>15</u>
Total Points:		<u>100</u>

NOTES:

PART V – AWARD ADMINISTRATION INFORMATION

A. Monthly Reports

The Energy Division will provide additional information on reporting requirements for selected proposals. In addition to standard management and financial reporting requirements, the following information will be required in quarterly program status reports as appropriate and applicable to the proposed project:

Expenditures

- Expenditures for project activities
- Expenditures for administration
- Leveraged funds

Building Retrofits

- Number of buildings retrofitted, by sector
- Square footage of buildings retrofitted, by sector

Energy Efficiency Rating and Labeling

- Types of energy consuming devices for which energy efficiency rating and labeling systems were endorsed by the state government, schools, or institutional procurement
- Number of units purchased, by type (e.g. vehicles, office equipment, HVAC equipment, streetlights, exit signs)

Job Creation

- Number in full time equivalents
- Type
- Duration

B. Annual Reports

The Energy Division will provide additional guidance on reporting requirements. In addition to standard management and financial reporting requirements, the following information will be required in annual reports as appropriate and applicable to the proposed project:

Energy Savings (kwh equivalents)

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in electricity demand (MW)
- Annual reduction in fuel oil consumption (gallons)
- Annual reduction in propane consumption (gallons)
- Annual reduction in gasoline and diesel fuel consumption (gallons)

Emissions Reductions (CO₂ equivalents in tons)

- Carbon
- Sulfur dioxide
- Nitrogen oxide
- Carbon monoxide

PART VI – OTHER INFORMATION

A. Right to Reject

The Energy Division reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose proposal best meets the needs of the Energy Division. The Energy Division reserves the right to negotiate with any Offerer(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

B. Proprietary Information

The information contained in the proposals will be public information unless a specific request is made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by the Energy Division for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to applicable state and federal laws. Proposals and supporting materials submitted shall become the property of the Energy Division.